

Custodial, Labor and Trades Branch
Skilled Trades and Operatives Group
Maintenance and Plant Operation Series

WELL PRODUCTION FIELD OPERATOR

8/02 (AM)

Summary

Under general supervision, operate water production, supply and distribution equipment and systems on an assigned shift.

Typical Duties

Coordinate operation of water production equipment and facilities and sustain their readiness in automatic and manual modes as regulated by Central Control. Involves: inspecting, performing routine preventive maintenance and servicing storage facilities, wells, booster sites, pumping equipment, metering equipment, recording equipment and related systems; coordinating operation of equipment in automatic and manual modes with Central Control; obtaining chlorine residuals and adjusting chlorine feeders, changing and assisting in changing chlorine containers; adjusting process control systems to assure quality and volume needs are met; recording analysis data; making minor operator repairs to equipment or assisting other operation and maintenance personnel in other maintenance and repair of equipment; controlling equipment operations in emergencies or as instructed to assure an adequate supply of water; operating vehicles to transport chlorine; reading meters and charts and maintaining record of findings; checking and recording reservoir elevations; testing water samples; notifying supervisor of water production changes and malfunctioning of equipment, shutting down equipment as necessary or directed.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor, coworkers, or as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for miscellaneous projects or activities overseen by higher graded non-supervisory stores or inventory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent, and two (2) years experience in water treatment or production operations; or and equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of maintenance and repair procedures of water treatment equipment and materials.

Ability to: follow oral and written instructions; interpret charts and graphs, and record findings and results; ability to establish and maintain effective working relationships with others; perform minor mechanical maintenance work.

Skill in: safe operation and care of: water treatment equipment; materials handling motor vehicles carrying hazardous materials in city traffic.

License and Certificates: Texas Class "C" Water Operator Competency Certificate within one year of appointment. Texas Commercial Drivers License (CDL), or equivalent issued by another State.

Special Requirements: Subject to call back and working rotating shifts, flexible hours, weekends, holidays, and extended hours; subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing, if assigned to operate a vehicle requiring a CDL on a public thoroughfare.

Human Resources Director

Department Head